

**Sumter County Division of Community Services
Parks & Recreation Department**
324 East Seminole Avenue
Bushnell, FL 33513

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Website: www.sumtercountyfl.gov/cs/parks/
Emergency: (352) 303-1316 or (352) 303-0116

FACILITY USAGE AGREEMENT

Terms and conditions in addition to those included on the Facility Usage Application

- 1) Payments made by cash require the applicant to provide exact change (including sales tax).
- 2) Payments made by check or money order must be made payable to: **SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS**
- 3) The Applicant agrees to indemnify and hold harmless Sumter County from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees arising out of the use of the County Facilities pursuant to this agreement, which are (1) for bodily injury, illness, or death, or for property damage, including loss of use, and (2) caused in whole or in part by the Applicant's negligent act or omission, or that of a guest of the Applicant, or that of anyone employed by them or for whose acts the Applicant may be liable. If deemed necessary, proper proof of a million dollar liability insurance policy naming the Sumter County Board of County Commissioners as additional insured may be required.
- 4) **ALCOHOL, SMOKING, ILLEGAL DRUGS or PETS (unless required for medical purposes) ARE NOT ALLOWED IN COUNTY BUILDINGS.**
- 5) Pets on County Park Property outside of County Buildings must be on a leash and owners are required to clean up after their pets. There are some areas where exceptions may apply. These areas will be clearly posted NO PETS and you will be expected to abide by the rules as posted.
- 6) Any event that requires staff time for clean up, set up or for any other reason, above and beyond the normal work schedule, will be billed at the rate of \$25 per hour, when deemed necessary by Management.
- 7) Unless arrangements are made in advance and appropriate fees paid, each Applicant is required to do their own set up of tables and chairs. If any tables/chairs are relocated within their existing area, they must be returned as they were found before leaving the premises or up to 100% of the Security Deposit may be permanently retained by the County.
- 8) Although most tables are heavy, **DO NOT DRAG TABLES.** If tables are moved, they should be carried, not pushed, pulled or drug across the floor or carpet. By doing so, the table edges and frameworks become damaged and weak, as well as inflicting damage/markings/scarring to the tile floors and carpeted areas. Please take special care of YOUR county facilities!!
- 9) Tables and chairs are not to be removed from any building, pavilion or designated park areas.
- 10) Facilities may be decorated, as long as caution is used and no damage occurs. HOWEVER, ALL decorations, including streamers, tape, thumb tacks, push pins, staples, confetti, etc., must be removed during the clean up or the Applicant will be assessed at a minimum, the \$50 clean up fee and/or up to \$100, if deemed necessary by Management.
- 11) All trash generated during use must be placed in the appropriate trash receptacles. This includes trash from use of any building, pavilion, ball field/dugout, playground, etc. If the Applicant feels that extra trash receptacles will be needed, this should be indicated on the application or the Applicant must take the excess trash with them upon departure. Excess trash includes trash that the will not fit in existing receptacles.
- 12) Floors **MUST** be vacuumed, dust mopped and/or damp mopped (tap water ONLY, unless otherwise directed) following ALL events. Tabletops and countertops should be wiped off and free of food, dirt, or other foreign material. Cleaning equipment and supplies will be provided in Cleaning Closets and/or other designated areas at each site.
- 13) All AC/Heating Units **MUST** be turned off or set back to the temperature posted at each thermostat (if applicable).
- 14) ALL ceiling fans and lights (including exterior building/entry lights, etc.) must be turned off before leaving any county building.
- 15) ALL door locks, slide bolts and dead bolts **MUST** be locked when exiting any county building.
- 16) After an inspection confirming all of the above criteria are met and that there has been no damage to our facilities, the Applicant's Security Deposit will be returned by mail, unless otherwise stipulated in advance. If a facility is left undamaged, but requires cleaning before the next rental, a minimum of \$50 of the Security Deposit will be retained to have the facility properly cleaned. Failure to comply with any portion of the criteria outlined in this Agreement may result in forfeiture of ALL or some portion of the Security Deposit.
- 17) If keys are lost, the Applicant will be assessed a fee of **\$50 per key**, payable immediately.
- 18) The Applicant is responsible for making arrangements for keys to be picked up from our office during office hours, which are 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding holidays. Keys may be picked up on Fridays for weekend events or the day of or before (depending on the starting time) the event for weekday reservations. Keys not picked up may cause forfeiture of the use of a County Facility for the Applicant's event. Keys may be left in Drop Boxes located inside the facility being rented or they may be returned directly to our office the next day following scheduled use.
- 19) Refunds will only be issued when cancellations are received in writing no less than 2 business days prior to the date being reserved. Refunds may take 2-3 weeks to process and will be returned by mail, unless other provisions are made in writing.
- 20) In case of emergency during office hours, call (352) 793-3624. After hours for any emergency **that can not wait until the next business day** (i.e.: power failure, severe damage, overflowed toilets, etc.), please call (352) 303-1316 or (352) 303-0116.
- 21) If a situation has occurred that needs to be reported, but does not require immediate emergency attention, please notify the office as soon as possible during regular office hours, 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding holidays.

Thank you for using Sumter County Parks & Recreation Facilities!
PLEASE RETAIN THIS PAGE FOR YOUR RECORDS/INFORMATION

Updated 1/25/06 Board Approved Revisions 2/13/07